

file

THE

ODP / MAG

minutes from the
January 6th 1981
meeting.

19 January 1981

MEMORANDUM FOR: ODP MAG Members

STAT FROM : [REDACTED]
Executive Secretary ODP MAG Group

SUBJECT : Minutes of the ODP MAG Meeting of
6 January 1981

1. The MAG meeting was held on 6 January 1981. In attendance were:

STAT [REDACTED]

CSS
SPD
ED
MS/Admin
BD
CD
TS
OD
PD
AD
Rotational Datailees
DD
Guest Speaker

Not in attendance or represented by an alternate was:

STAT [REDACTED] SPS

STAT 2. [REDACTED] CSS, gave a briefing on Automatic Information Management (AIM). AIM is designed to reduce paper flow and expedite distribution of letters and documents. The testing of AIM starts in mid-February and will include twenty ODP personnel. AIM will be released in three phases with completion by mid-July. Correspondence that is initiated by a user will be maintained on their disk in chronological order. Documents will be maintained in a file by subject title. ODP Training Staff will evaluate training needs in April after some testing has been completed.

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3. The Flexible Work Week was brought up for discussion. ODP personnel felt that the wording in draft [redacted] [redacted] dated 6 November 1980, para. 2. a. and b., could be more encouraging if the Agency wants employees to try flex-time.

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4. The first Video Tape Program, sponsored by the MAG Group, will be held on 10 February, Headquarters, Room 1E74, from 12:30 to 1:30. All ODP personnel are invited to attend. An "ODP/MAG presents" bulletin will be distributed ODP wide, to describe the two films being shown.

5. In March, seven MAG representatives terms will expire.

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DD
OD
AD
CD
Rotational
SPS
ED

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In order to have the new MAG nominees ready for MZ Board approval, the offices should notify [redacted] [redacted] of their nominations by COB 25 February.

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6. The next MAG meeting will be on 3 February, [redacted] [redacted] at 10:00. Please submit agenda items to [redacted] before COB 30 January.

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